

LIST OF SPECIAL EVENT COMPONENTS

APPLICATION

The Special Event Application must be submitted at least 90 days and not more than 2 years in advance of the event. At least 9-12 months ahead is a preferred time-line. Please attach copies of promotional materials, advertising, maps, schedule of events/activities, etc. that are provided to the public and participants.

POINT OF CONTACT

The name and phone number for the contact person who will be on-scene at the event to coordinate with City staff is required and that person must have the Special Event Permit available upon request at all times. City personnel will seek that person to resolve problems brought to their attention. Failure to comply with the requirements of the Special Event Permit may result in the issuance of citations to the Applicant, the Professional Event Organizer, and/or the participants.

RESPECTFUL WORKPLACE

In harmony with the City's mission to provide top-quality service that enhances the quality of life for all who live, work, and play in Carlsbad, the City is committed to maintaining a workplace that respects all individuals and is free from discrimination and harassment in any form. A respectful workplace means a work environment in which all individuals treat one another in a courteous, honorable, and esteemed manner. It is the responsibility of the Applicant and event staff/volunteers to honor the City's values for respectfulness, collaboration, effective teamwork, and quality customer service in the workplace and to prohibit any form of discrimination and harassment that would otherwise conflict with these values. Anyone found in violation will be subject to appropriate sanctions.

FEE

A non-refundable processing fee must accompany your Special Event Application.

- \$100 for a minor event--an event that does not require a traffic control plan (TCP) or that requires a TCP for two or fewer intersections and does not involve a secondary, major, or prime arterial
- \$300 for a major event--an event that requires a TCP for three or more intersections or involves a secondary, major, or prime arterial

FACILITY USE PERMIT FOR PARKS/CITY FACILITIES

If your event will need the use of a Carlsbad park or facility, before and/or during the event, you will need to obtain a Parks and Facility Use permit at your cost. The permit will be obtained simultaneously through the special event permitting process, and the Park and Recreation Department will work with the Special Events Coordinator to facilitate your permit.

You may contact the Parks and Recreation Department for specific questions regarding the park or facility at 760-602-7510 no less than 30 calendar days prior to needing your permit.

Applications will be reviewed; use will be categorized and fees, if any, will be set by the Parks and Recreation Department. **Carlsbad parks and facilities may be rented one year in advance to the public; submission for Special Events Permit does not guarantee Carlsbad park or facility availability.**

CALIFORNIA STATE PARKS PERMIT

If your event will need the use of any California State parks or beach properties, a permit from the California State Parks Department may be necessary. CA State Parks may be contacted at 619-688-3385 between 10 days and 75 days prior to needing your permit depending on the type of event. A copy of your California State Park permit must be available upon request at the event.

INSURANCE

Insurance requirements depend on the risk level of the event. As a general rule, the City of Carlsbad requires a minimum of 1 million dollars in liability coverage. Events with higher risk levels require additional insurance coverage in the form of higher limits and/or multiple policies if all activities cannot be covered by one policy. Refer to the Special Event Application for more details regarding specific verbiage, a sample certificate, possible exclusions, and checklists for the insurance requirements. You may also contact the Risk Manager at 760-602-2470 with any questions.

The following insurance documents must be submitted along with the original application to allow sufficient time for comment and revisions:

- Certificate(s) of insurance
- Endorsement(s) to the policy
- Copy of blank waivers and releases of liability forms for athletic participants (release of the City of Carlsbad from liability must be included on the form)

Copies of waivers and releases of liability forms signed by all athletic participants are required for City sponsored events in the after-action stages of the process.

SITE PLAN

A detailed site plan of the event venue is required. Your site plan should be produced in an "8 ½ x 11" or "11 x 17" standard format and submitted along with the original application to allow sufficient time for comment and revisions. Please include:

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| ▪ Names of streets or areas | ▪ Water supply/run-off containment/storm drains |
| ▪ Fencing/barriers/barricades | ▪ Water stations |
| ▪ Exit locations/20 foot emergency lanes | ▪ Food/cooking areas |
| ▪ Structures/bleachers/booths | ▪ Alcohol service areas |
| ▪ Tents/canopies/umbrellas | ▪ Fire extinguishers |
| ▪ Shuttle zones | ▪ Fuel storage/generators/electricity |
| ▪ Ambulance location | ▪ Vehicles/trailers |
| ▪ First aid | ▪ Inflatable/rides |
| ▪ Restrooms | ▪ Freedom of speech area |
| ▪ Trash/recycling/dumpsters | |

BUILDING PERMIT

The Building Department may require the issuance of Building Permits should the event include: Portable structures

- Prefabricated structures
- Site built structures
- Bleachers
- Elevated platforms
- Tents
- Membrane structures
- Other similar structures
- Involve electrical modifications

Provide all necessary structural calculations, drawings, and related site inspections required by the Building Department to facilitate the review and permit issuance. A cash bond with a completion/forfeiture date may be required if plans/permits are not complete at the time the Building Application is filed. For more information, you may contact the Building Department at 760-602-2725 no less than 14 calendar days prior to needing your permit.

AMERICAN DISABILITY ACT

As an Applicant, you are required to comply with all City, County, State, and Federal Disability Access Requirements applicable to your event. All temporary venues, related structures, and outdoor sites for special events must be accessible to persons with disabilities.

Disability access may include:

- Parking
- Restrooms
- Clear paths of travel
- Transportation
- Signage
- Food/beverage/vending
- Telephones
- Drinking fountains
- Information center

TRAFFIC CONTROL PLAN (TCP)

A traffic control plan is required for events that block or alter the flow of pedestrian, bicycle, or vehicular traffic. The City mandates the services of a private barricade vendor to draft and implement the TCP. The City Traffic Engineer reviews and approves these plans. Your TCP should be produced in an "8 ½ x 11" or "11 x 17" standard format and submitted along with the original application to allow sufficient time for comment and revisions. Please note that if your TCP does require revisions, you will need to return the original and the newly edited version for review. Although we cannot recommend a specific private traffic control vendor, sponsors of previous events have used the services of:

- Traffic Control Services, Inc. 760-480-1177
- Hi-way Safety, Inc. 760-745-2250
- Hudson Safe T Lite 619-286-9700
- Cecilia's Safety Service, Inc. 858-793-4465
- Co's Traffic Control Inc. 858-259-0300

SAFETY EQUIPMENT

If your event closes, blocks or interrupts traffic flow, you will be required to obtain traffic safety equipment for your venue. You will also be required to ensure that proper detour/parking information and signage is posted in approved locations. Depending on the type of event, you may need to use barricades, traffic cones, directional signage, fencing, etc. It is your responsibility to obtain and properly place this equipment prior to the beginning of your event. Traffic control devices will not be supplied by the City of Carlsbad.

- Traffic control/directional signs may not be posted more than 4 hours prior to and after the event.
- Road closure signs may be posted 10-15 days prior to the scheduled closure.

SIGNAGE

Aside from traffic control signage, off-site signage is generally prohibited for special events. The Building, Planning, and Code Enforcement Departments review requests for signage that are for purposes other than traffic control. Indicate all signage and what it says on the site plan, route map, and/or TCP. All venue signs with more than 16 square feet of sign area or signs that are more than 4 feet above ground level must be identified on the site plan. Signs/banners must be less than 50 square feet. Specific sign allowance and placement regulations are outlined per CMC §8.17.110 and §21.41.100.

ROUTE MAP

A detailed route map is required for events in motion. Be sure to indicate: direction, type of travel, road closures, number of participants, narrative/timeline, storm drains, water stations, etc. If vehicles or boats are involved, please indicate the type, size, and number. Your route map should be submitted along with the original application to allow sufficient time for comment and revisions.

PARKING/SHUTTLE PLAN

A parking management plan (PMP) is required if parking will be provided outside the venue, private property is involved, parking waivers are requested, or shuttle services are included. Your PMP must include handicapped parking provisions, a copy of the letter of consent from all private property owners, and copies of special parking passes to handicap/VIP/event staff. The City Traffic Engineer reviews and approves these plans. Your PMP should be submitted along with the original application to allow sufficient time for comment and revisions.

KIOSK RESERVATIONS

The City provides kiosks for your promotional advertisement signs. Reservations are required for a possible of 8 locations each for a 16 day maximum advertisement prior to the event with a 2 day grace period for removal. There is room for 1 sign per side of each kiosk with a 4 x 4 foot size maximum.

AFFECTED PARTY MEETING

An affected party meeting is required for the following events to allow the Applicant to identify and address concerns of affected parties regarding the time, place, and manner in which the special event is to be held. Concerns regarding the message or viewpoint of the Applicant are not to be considered. This meeting must be held not more than 180 prior or less than 80 days prior to the event date. Affected parties must be notified by the Applicant via the United States Postal Service of the meeting a minimum of 10 days prior to the meeting, and a copy of that notification is required for the file.

- A first time major event
- A major event that has not been held for more than two years
- A first time event at a City facility that is not authorized by a Facility Use Permit
- An event at a City facility that is not authorized by a Facility Use Permit and that has not been held for more than two years.

AFFECTED PARTY NOTIFICATIONS

By definition, a special event is an occurrence that results in a change in when and where citizens can walk, drive, or park. One of the primary functions of the Special Events Committee is to evaluate the value of the event against any negative impact to the community. As an Applicant, you are required to notify those who may be affected by your event and develop satisfactory measures to mitigate any adverse impacts. This will help to assure the approval of your application.

The Special Events Committee takes the opinions and concerns of the individuals affected by an event very seriously. Affected parties are those residents and businesses located within 300 feet of the special event area that are likely to experience impact. Affected parties must have the opportunity to express their opinions and concerns. Therefore, Applicants are required to make all notifications in compliance with CMC §8.17.120 as follows:

- Any major event, not subject to the requirements of an affected party meeting, must notify all affected parties between **30 and 40 days** prior to the event date.
- All applicants for a Special Event Permit must notify affected parties **10 to 15 days** prior to the event date.
- Notifications must contain information concerning the event and how to contact the Applicant and the Special Events Committee before and after the event.
- Affected parties must be notified by the Applicant via the US Postal Service.

NORTH COUNTY TRANSIT DISTRICT NOTIFICATION

If your event will need street closures that affect the use of railways and/or public bus routes, a permit from NCTD may be necessary. A copy of your NCTD permit must be available upon request at the event.

For more information, you may contact NCTD as follows:

- For **bus notifications**, contact NCTD at 760-966-6573.
- To find out what route changes are in effect dial 511.
- For **railway/Coaster notifications**, contact NCTD at 760-966-6557. A flagman may be required, and you will be required to provide a copy of your Railway Safety Plan and Permit.

CALTRANS

For events that affect interstate access or signage, notification and a Special Event Permit from Caltrans may be necessary; your contact is Jake Martinez at 619-718-7895. To close interstate ramps, you will be required to provide a copy of your Caltrans Special Event Application and Permit.

SANITATION/PORTABLE RESTROOMS

Waste Management, Inc. (WM) is the "authorized collector" of solid waste in the City of Carlsbad through an exclusive franchise agreement. You must contact WM at 760-929-9400 to coordinate refuse and recycling container and servicing options for your event. A sanitation plan is required to properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion, the area must be returned to a clean condition. Should you fail to perform adequate cleanup or damage occurs to City property/facilities due to your event, you will be billed at full cost recovery rates plus overhead for cleanup and repair.

Special consideration should be given to quantity, placement, and service of the toilets and other portable sanitation equipment such as hand washing stations. Federal law requires at least 10% of the portable restroom facilities be ADA accessible. In addition, the City of Carlsbad requires restrooms be provided with secondary containment trays to contain possible overflows and that restrooms be placed away from locations that have the potential to impact the storm drain system.

RECYCLING

Recycling is required of all events. For events with approximately 2,000 or more attendees per day, a recycling/waste reduction plan is required by the State of California. You must develop and implement your plan and submit a recycled materials receipt within 30 days of your event. To facilitate the maximum segregation of recyclable materials from the solid waste stream and to identify contamination, it is strongly suggested that all recycling containers have lids and are clearly marked. They must be placed next to each trash receptacle. Your plan should be submitted along with the original application to allow sufficient time for comment and revisions and must include:

- The amount and types of waste anticipated
- Actions proposed to reduce the amount generated
- Recycling arrangements
- Provisions to document the actual amounts of diverted or recycled waste

STORM WATER POLLUTION PREVENTION PLAN

A Storm Water Pollution Prevention Plan (SWPPP) may be required to describe the steps you plan to take to prevent pollution depending on the following:

- The size of the event
- The location of the event
- The number of participants
- The weather forecast

Local and State regulations prohibit the discharge of wash water, cleaning water, trash, and debris into the Storm Drain System. If you are required to submit a plan, you will be responsible to implement all requirements. The City does not provide street sweeping services for special events. Your SWPPP should be submitted along with the original application to allow sufficient time for comment and revisions. For more information, you may contact the City Storm Water Inspector at 760-602-2780 ext.7111 who reviews and approves these plans and conducts inspections at high priority events.

HEALTH PERMIT

The Applicant intending to sell, give away, sample food, or provide water to the public at a community event must have a Temporary Food Facility Sponsor permit in accordance with the Health and Safety Code §114314. Each vendor must also have a Temporary Food Facility Vendor permit. These permits are issued by the County of San Diego Department of Environmental Health and must be available upon request at the event.

The guidelines in the County application should assist you in developing plans for food handling, preparation, and distribution in the most responsible and legal manner. Examples of food service requiring a permit might include food that is fried, pre-packaged, grilled, or barbecued; snacks and fruits; and bottled water. Examples of food service preparation to be permitted by the County may include means by: gas, fried, electric, open flame, propane, charcoal, or other.

Contact the County of San Diego Department of Environmental Health, Food and Housing Division at least 30 days in advance of needing your permit at 760-471-0730 or 619-338-2379 or www.sdcountry.ca.gov.

ALCOHOLIC BEVERAGES

If your event plans to serve or sell alcoholic beverages, you will need to obtain a daily license from the California State Department of Alcohol Beverage Control (ABC). ABC can be reached at 760-471-4237 or www.abc.ca.gov. A copy of your ABC license must be available upon request at the event.

You may anticipate the following steps to attain your ABC license:

- Download the necessary forms from their website www.abc.ca.gov
- Obtain approval from the Property Owner
- Obtain approval/conditions from the Carlsbad Police Department
- 10 to 30 days prior to date of event, take the original application with the approval/conditions from the Carlsbad Police Department to ABC for review & approval
- ABC will send the final copy of the license to the Carlsbad Police Department whether approved or denied

FIRE PREVENTION/PERMITS

If your event plans to include any of the following items, a permit or inspections from the Carlsbad Fire Department may be necessary.

- Tents
- Canopies
- Umbrellas
- Fire/open flame/burning
- Fireworks/pyrotechnic displays
- Flame producing equipment or hot work
- Food preparation sites
- Liquid or gas-fueled vehicles (equipment) within an assembly occupancy or covered mall

A tent permit is required if a tent is over 200 square feet, a canopy is over 400 square feet, or "EZ Ups" cumulatively measuring 400 square feet or more. Small tents and/or canopies placed less than 20 feet apart are considered one area for inspection purposes. You may contact Fire Prevention at 760-602-4665 for a Tent Permit no less than 14 calendar days prior to needing your permit. You will be required to provide a copy of your application.

INSPECTIONS

Establishing fire prevention and safety procedures for your event is essential in the planning process. Your event must be reviewed by the Fire Marshal for fire safety, crowd capacity, cooking compliance, and access issues. To ensure public safety, the Fire Marshal may need to inspect your venue for these issues either before or during your event.

For additional information regarding necessary inspections for your event, you may contact the Fire Prevention Department at 760-602-4660. If Carlsbad Fire Prevention Officers are required for inspections or for stand-by duty for your event, you will be billed for their services at the rates established in the Master Fee Schedule approved by City Council Resolution.

MEDICAL PLAN

You are required to provide a detailed medical plan to ensure the health and safety of all participants and attendees at your event. The Carlsbad Fire Department (CFD) must be accessed via the 911 system for all medical aids that are not immediately resolved by the on-site event medical plan. CFD must also be accessed via the 911 system for any hospital transport that is needed. Your medical plan must include:

- Communications
- The types of resources
- Equipment available
- Location of medical staff
- The manner in which the plan will be managed
- Copies of CPR cards for event staff

See the matrix of Emergency Medical Services Resources in the application to help determine the appropriate medical services for your event. CFD has final authority to determine your event's medical service requirements. You may contact the Fire Department's EMS Manager at 760-931-2175 for further information.

MASSAGE LICENSE

A Carlsbad Massage License is required for every Holistic Health Practitioner and Massage Technician performing massage at your event. Students must be supervised by a licensed instructor. State of California Certification is required of persons exempt per the Carlsbad Municipal Code (physician, chiropractor, sports trainer, nurse, etc.) You are required to provide copies of your masseuses' licenses or State certifications for verification by City staff. To obtain a license, the masseuse must contact our Massage Licensing Department at 760-931-2145 or 760-931-2150 at least 60 days in advance of needing his/her license.

AMPLIFIED SOUND/MUSIC

Loudly amplified sound or music will not be granted as a condition of your permit. If a complaint is received regarding the sound from your event, a Police Officer will respond and ask you to turn the sound down. A second complaint will require you to terminate the amplification or music. As well, the Police may order musical entertainment to end if it incites a crowd or has the potential for unruly and risky behavior. The City of Carlsbad does not allow slam dancing, crowd surfing, mosh pits, or other similar activities.

BUSINESS LICENSE

A valid, unexpired Carlsbad Business License is required for all Applicants, Professional Event Organizers, vendors, service providers, and businesses who wish to commence, carry on, or engage in any business, either permanently or temporarily, within the corporate limits of Carlsbad. You are required to provide a copy of your license and copies of your event staffs' licenses or a list of the vendors/service providers for license verification by City staff. Non-profit organizations are also required to have a Carlsbad Business License. A copy of the IRS 501(C)(3) tax exemption letter is required with the business licensing application, and there is no cost for a non-profit business license. To obtain a license, contact our Business Licensing Department at 760-602-2495 at least 30 days in advance of needing a license.

CITY STAFFING/SECURITY/BILLING

The Officer in Charge (OIC) will review the plans for your event and determine the staffing needs (number and placement of City staff/civilian traffic control personnel/private security/volunteer staff.)

If private security is to be used, they must have a current California State License. You will be asked to provide their Private Patrol Operator number. The status of their license will be verified with California State Department of Consumer Affairs at www2.dca.ca.gov.

Please also provide information regarding your staffing plan including event employees and volunteers, their roles, contact information (location/times/phone numbers), and uniform description.

When the staffing review is complete, an Estimate of Costs will be provided for your records. Rates as follows are in effect thru June of 2009:

- Police Lieutenants--\$132.83/hour per Officer
- Police Sergeants--\$104.62/hour per Officer
- Police Officers--\$82.38/hour per Officer
- Police Dispatchers--\$56.66/hour per Dispatcher
- Community Service Officers--\$55.95/hour per CSO
- Streets Employees--\$55.30/hour per Employee
- Deputy Fire Marshals--\$77.72/hour per Marshal
- EMT/Paramedic--\$50.65/hour per Employee
- Parks Maintenance Workers--\$51.64/hour per Worker
- There is no charge for Reserve Officers, Senior Patrol Volunteers, or Explorers. We will make every effort to utilize as many volunteers as is safely possible.

POLICE COMMAND POST

The OIC will also review the plans for your event to determine if there is a need for placement of the Police Department's mobile command post. If it is determined to be a necessary component for the Police Department to work from at your event, placement on the site plan will be discussed. At this time, compensation for staffing the command post will not be billed to the Applicant.

MARKETING/PUBLIC RELATIONS

Ensure that you have conditional approval before you begin to promote, market, or advertise the event. Conditional approval may be made after your Special Event Application is submitted to the City of Carlsbad and initially screened by the Special Events Committee.